

# **DEPARTMENT OF THE NAVY NAVAL ACQUISITION INTERN PROGRAM (NAIP) FISCAL YEAR 2003 RECRUITMENT FLYER**

Effective June 1, 2003:

## **IMPORTANT: READ BOLD TEXT ON PAGE 3 of 4**

The Department of the Navy employs nearly 34,000 highly trained, skilled, and educated civilians in the Acquisition Work Force at Navy and Marine Corps facilities throughout the United States.

The Naval Acquisition Intern Program (NAIP) is centrally managed for the Department of the Navy at the Naval Center for Acquisition Workforce Professional Development (NCAWPD). Those individuals chosen for the NAIP enter into an extensive and structured three-year career development program to become acquisition professionals.

Through a series of formal training classes, diverse rotational assignments, extensive hands-on on-the-job training in progressively responsible assignments, and with tuition assistance for continuing your education, you can become a member of the acquisition team.

Acquisition professionals perform in a variety of positions, performing “cradle to grave” management of highly technical systems, equipment, facilities, supplies, and services.

Positions in the NAIP are located at Navy and Marine Corp facilities throughout the continental United States, with the largest grouping located in the Washington, D.C. metropolitan area but with other concentrations in California, Maryland, Virginia, Florida, and Washington state.

The Qualification Standards of the Office of Personnel Management (OPM) are the exclusive means (with the exception of 1102 positions which for the DOD, as a result of DAWIA, has an individual and different standard than provided by OPM) used to determine your qualifications for positions in the NAIP. To be considered for NAIP positions each candidate must successfully meet the following conditions

- (1) submit a complete/correct application package
- (2) meet OPM qualification standards
- (3) successfully complete and achieve an acceptable Administrative Careers With America (ACWA) score, as applicable

Each and every application will be considered only in accordance with OPM qualification standards, with the exception of 1102 positions which for the DOD, as a result of DAWIA, has an individual and different standard than provided by OPM. Each and every application will be considered in view of the candidate's qualifying education and/or qualifying experience.

Other eligibility requirements of NAIP positions include being a U.S. citizen, being able to obtain and maintain a security clearance, and signing and accepting a mobility agreement.

Candidates will be referred out on selection certificates when:

- (1) they have been qualified for the NAIP program
  - (a) submitted a complete/correct application package
  - (b) met OPM qualification standards
  - (c) successfully completed and achieved an acceptable ACWA score, as applicable
- (2) they meet the geographic preference requirements of the position location
  - (a) each candidate may select only up to 2 geographical zones for consideration

Host Commands / Selecting Officials make all NAIP selection decisions. NCAWPD does not make any NAIP selection decisions.

While all candidates are invited and welcomed to apply for NAIP positions, your application is not a guarantee to employment. Candidates who have been qualified for the NAIP program (submitted a complete/correct application package, met OPM qualification standards, and successfully completed and achieved an acceptable ACWA score, as applicable) are also not guaranteed employment. The NAIP is a competitive program. If qualified, and if positions in your qualified job series and stated geographical preference are being filled, you will be considered for those positions to the extent of your competitive rating/ranking. Referral on a selection certificate is also not a guarantee of employment. Merit principles pertain and the best candidate within range of selection must be, and will be, selected.

For those wishing to qualify for NAIP positions on the basis of education, you may apply and be considered even though you have not yet graduated and you may be offered a position contingent upon your final GPA or class standing.

Typically, individuals selected for the NAIP are hired to GS-7 positions in their applicable job series and assigned to the Host Command that selected them for the NAIP. For some technical positions starting salary will be negotiated at the time of the employment offer. While Host Commands / Selecting Officials make all NAIP selection decisions, only NCAWPD is authorized to make bona fide NAIP employment offers to selected candidates. This exclusive authority includes the actual job offer, start date, starting grade and salary, bonus (if applicable), etc.

Those wishing to apply must completely and correctly submit the following as an application package to be considered for the NAIP program:

- Resume
- College Transcripts
- Signed Mobility Agreement
- Geographic Preference Sheet
- Job Series Selection Sheet
- OF 306 (Declaration for Federal Employment)

Additionally, if you are currently a federal employee, the following must also be completely and correctly submitted to be considered for the NAIP program:

- Most recent SF-50 (Notification of Personnel Action)
- Excepted Service Conversion Statement

For those individuals seeking veterans preference consideration the following must also be completely and correctly submitted to obtain veterans preference consideration, as applicable:

- DD214 Military Discharge Certificate – Member 4 copy
- SF-15 Application for 10-point Veterans Preference with documentation as required

Additional optional documentation applicable to all candidates includes:

- OPM Form 1386 (Race and National Origin Questionnaire)
- Recruitment Source Questionnaire

All qualified applicants will receive consideration without regard to race, religion, color, age, national origin, lawful political affiliation, sex, marital status, sexual orientation, handicap not disabling to the job, or other non-merit factor.

Application packages that are incomplete and/or incorrect, failing to properly provide all required documentation, will be returned to the candidate.

NCAWPD will only receive and accept and process NAIP application packages submitted by mail or submitted by hand delivery to a member of the NCAWPD staff. NAIP application packages presented to individuals who are not members of the NCAWPD staff, including but not limited to individuals representing other Navy organizations, are by definition application packages that have not been submitted to NCAWPD, and as a result are not valid application submissions and will not be accepted nor processed by NCAWPD.

Electronic submission of your NAIP application such as via scanning and email transmission will NOT be accepted or processed by NCAWPD, nor returned. Application packages submitted by FAX will also NOT be accepted or processed by NCAWPD, nor returned. This is required for a variety of reasons including the requirement for ink signatures, requirement for original college transcripts (when applicable), etc.

**NCAWPD is no longer, effective June 1, 2003, accepting application packages from candidates for the balance of the current hiring cycle. Any application packages received by NCAWPD after June 1, 2003, will not be accepted by NCAWPD, nor processed by NCAWPD. If application packages are received by NCAWPD after June 1, 2003, either by mail or by hand deliver to a member of the NCAWPD staff, those application packages will be returned to the candidate. Application packages submitted after June 1, 2003, by third parties, by FAX, by electronic medium such as email, etc. will similarly not be accepted nor processed by NCAWPD, but they will not be returned to the candidate.**

**Host Commands / Selecting Officials will continue making selection choices from June 1, 2003, forward for 800 series (engineering) positions, 1515 series (operations research) positions, and 1550 series (computer science) positions. Once the Host Commands / Selecting Officials make those selections and NCAWPD is notified of those selection decisions by the Host Commands / Selecting Officials, the final 800 series, 1515 series, and 1550 series job offers will be made by NCAWPD for the balance of this hiring cycle for those positions.**

As for administrative positions such as 343 series (program analyst), 346 series (logistics management), 560 series (budget analyst), 1102 series (contracting) and 2210 series (information technology), NCAWPD has effective June 1, 2003, totally transitioned the balance of its hiring requirements for this hiring cycle to Office of Personnel Management (OPM). Shortly after June 1, 2003, OPM will be issuing competitive job opportunity announcements on their website [www.opm.gov](http://www.opm.gov) for the balance of this hiring cycle's NAIP requirements for positions such as 343 series (program analyst), 346 series (logistics management), 560 series (budget analyst), 1102 series (contracting) and 2210 series (information technology). Individuals wishing to compete for these remaining opportunities should do so by applying directly to OPM. The applicable OPM Job Opportunity Announcements will be identified on the NAIP website <https://www.wnt.cnet.navy.mil/navyintern/> as soon as they are provided by OPM to NCAWPD. Application packages for these opportunities misdirected to NCAWPD can NOT be forwarded by NCAWPD to OPM, but rather will be returned to the candidate. Each candidate is responsible for timely and proper application submission directly to OPM for these opportunities.

Individuals interested in NAIP opportunities in FY04, starting about September 2003 and running through the spring of 2004, approximately May or June or until all hiring is completed, should visit our Fiscal Year 2004 Recruitment Flyer on our website <https://www.wnt.cnet.navy.mil/navyintern/> for details and then submit a complete/ correct application package during one of the OPEN PERIODS.

It is the sole responsibility of any and all candidates wishing to be considered for the subsequent hiring cycle (starting with the following September) to reapply. Candidates and applicants will not be automatically carried forward by NCAWPD from one hiring cycle (year) to the next unless specifically notified in writing by NCAWPD of the possibility of same and NCAWPD had already determined such automatic carry-forward of candidates from FY03 to FY04 will NOT be effected.

NCAWPD reserves the right to cease all further hiring within the hiring cycle upon reaching its hiring goal or if otherwise deemed to be in the best interest of the NAIP by NCAWPD or higher authority, and such action may be taken by NCAWPD without public or personal notice.

All NAIP positions are and will be filled in the excepted service under Schedule B 213.3202 (o).

Some positions may require successful completion and acceptable scoring of the Administrative Careers With America (ACWA) assessment.

Former NAIP interns are not eligible to apply.

Payment of relocation expenses is not authorized.

Veterans must submit DD214 and SF-15 to claim preference, if applicable.

Current federal employees selected for the NAIP are removed from career / career conditional status (competitive service) and placed in the excepted service with up to a three-year probationary period.

Qualified applicants may be removed from further consideration in the NAIP for a variety of reasons including, but not limited to, failing to respond to a selecting official's invitation to interview, indicating a desire to withdraw interest in the NAIP program, non-selection after multiple referrals, declining a job offer, failing to timely meet all job offer contingencies, failing to report for duty, etc.

Individuals wishing to apply for the NAIP program may do so by submitting complete and correct application packages to the following address:

Naval Center for Acquisition Workforce Professional Development  
NAIP Recruitment  
5450 Carlisle Pike  
P. O. Box 2033  
Mechanicsburg, Pennsylvania 17055-0784

Individuals wishing to seek additional information regarding the NAIP program may do so by calling toll free 800 431 4422, and ask to speak with an NAIP 'Recruiter'.

Our website is also available for your reference and use, and includes the standard forms required as part of the application package. Each of these forms should be printed, completed, signed and dated, and mailed to NCAWPD along with your complete/correct application package. That website address is [www.navyintern.cms.navy.mil](http://www.navyintern.cms.navy.mil). Additionally, the website <https://www.wnt.cnet.navy.mil/navyintern/> will also display brief descriptions of each of the positions potentially being filled by the NAIP. This information is provided to assist candidates in making their job series selection decision.